

Telephone Traffic Studies 1954

25X1A6d



May 10 thru 14

409	}	106 per day
124		
71	}	135 per day
381		
225		
<hr/>		1210

October 4 thru 8

257	}	64 calls per day
72		
61	}	132 calls per day
398		
202		
<hr/>		990

Estimate of Current Telephone Usage by Function

	25X1A6d		Total
1. General Administrative Use	35	15	50
2. Personal	4	8	12
3. Accessioning	10	3	13
4. Records Reference Service	2	20	22
5. Initial Distribution	4	4	8
6. Intelligence Reports	1	8	9
7. Information Reports	2	69	71
8. Supplemental Dist. of Admin. Issuances	<u>6</u>	<u>5</u>	<u>11</u>
	64	132	196

This breakdown of calls is an estimate based on the experience of Center personnel in day to day operations. After moving to [REDACTED] it can be assumed that the number of administrative calls would decrease by 80%. This assumption is based on the fact that the Center phones are used for internal communication between the front and back office and that housekeeping calls will be confined to the local area at [REDACTED]. No decrease would be anticipated in the number of other calls if all present functions remain with the Center. The question is - what percent would be handled by Headquarters and what by the Center.

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Average Number of Requests per day in Fiscal
year 1954

Records	12
Intelligence Reports	9
Information Reports	25
Admin. Issuances	<u>4</u> 50

The following estimates are based on the assumption that all functions except initial distribution will remain with the Center. The estimates indicate that provision must be made for a total of 115 incoming and outgoing messages per day. No allowance has been made for an increase in business.

1. Headquarters will receive an average of 50 requests per day for reference service on materials in the Center.

2. Approximately 25% of these requests will be in writing.

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3. Headquarters must be prepared to relay 38 reference requests per day to [REDACTED] via teletype. In addition, provision must be made for handling 57 confirmation calls relating to these requests.

4. The accessioning and disposal functions will require 10 calls per day.

5. General administration will require 10 calls per day.